

#### **Main Problem:**

Lack of or no documentation

3.

#### **Supervisor problems:**

- · Lack of Real-time Documentation
- Lack of coaching and/or counseling as situations occur
- $\bullet \ Inaccurate \ Annual \ Performance \ Appraisals$
- Unprepared in a law suit

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Who is on the front line? Where does most of the liability land?

Our Supervisors!!

5.

#### WE CAN BE SUED FOR EVERYTHING!

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### FOR DISCIPLINING AN EMPLOYEE FOR PROMOTING AN EMPLOYEE FOR DOING NOTHING!

7.

#### WE CAN BE SUED FOR EVERYTHING!

#### FOR DISCIPLINING AN EMPLOYEE

- Wrongful termination
- Due process violation
- Other???

#### WE CAN BE SUED FOR EVERYTHING!

#### FOR PROMOTING AN EMPLOYEE

- Discrimination by other employees
- Other???

9.

#### **WE CAN BE SUED FOR EVERYTHING!**

#### FOR DOING NOTHING!

- Ignoring a Problem Reasonably known
- Should have stopped harassment
- Other???

## How do we win a Lawsuit?

#### How do we win a Lawsuit?

Whoever has the most evidence and/or documentation

#### How do we win a Lawsuit?

Your "WORD" in a court of law is worthless

You will be made out to be biased and/or corrupt

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#### How do we win a Lawsuit?

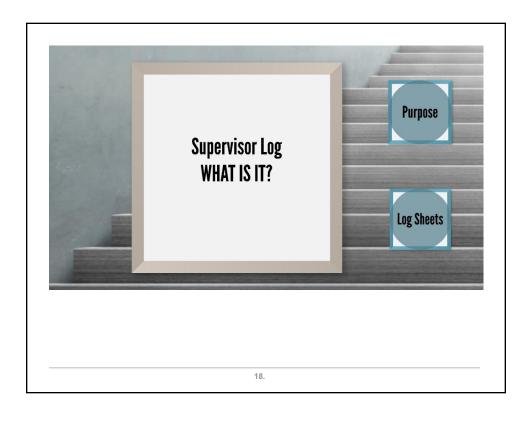
Keep consistent and accurate records!

Real-time records and logs CAN'T be faked months or years in advance of an employment decision

#### How do we win a Lawsuit?

DOCUMENT! DOCUMENT!

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#### **Why Supervisor Logs?**

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This system allows us to document things in real time - then archive them to protect the County

Provides supervisors with a tool to help them communicate employee's work performance on a consistent basis

Simplifies Annual Performance Reviews

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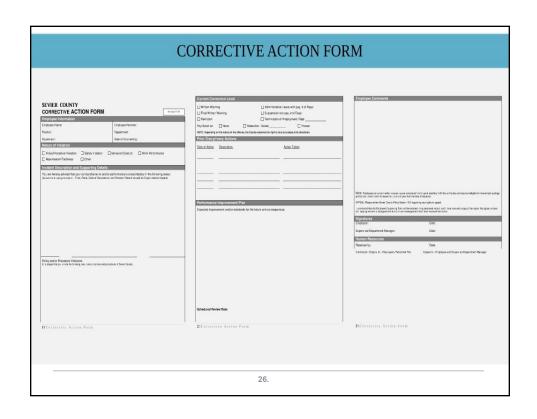
Simplifies Annual Performance Reviews

Allows accountability of Supervisors!!

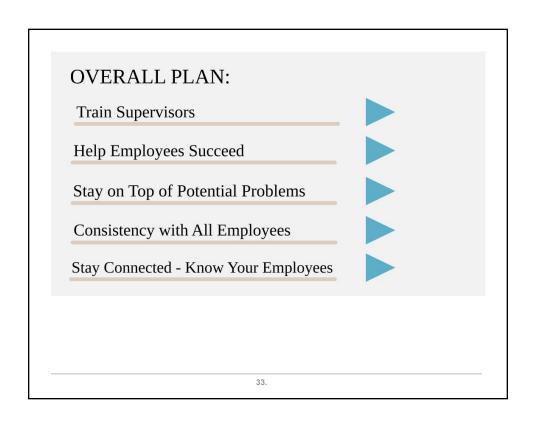
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# SUPERVISOR LOG | Sevier County | Construct | Construc

| ANNUAL  | SEVIER COUNTY<br>ANNUAL REVIEW  | AANUAL REVIEW YEAR:  |  |
|---|---|--|--|
| REVIEW  | Employee Name:<br>(Print)   | Position Title:  |  |
|   | Supervisor Name:<br>(Print)   | Department:  |  |
|   | SUPERVISOR:   |  |  |
|   | discussed with the employee each record as they<br>coaching and feedback for any other related matter | have reviewed with the employer at lefevant performance records on the zersual Supervisor Performance Log and have discussed with the employee accritecture as they have occurred. To the best of my browadge, I have provided continual coacting and electrics for uniform tender for the coactinus.  |  |
|   |   | Meefs aspectation Needs improvement  |  |
|   | (IT additional space is required for employee comments, please in                                     | clude them on a separate piece of paper)   |  |
| EMPLOYEE:   |   |  |  |
|   | discussed with me in a timely manner throughout teedback on all either related matters.               | generics Preferences (o.g. At selecting representative exceeds has been level and the selection of the selec |  |
| (if authformit apresse is inspected for employees community, pleases include in hom on a separately pasce of (separa) |   |  |  |
|   | APPROVALS:  |  |  |
|   | Supreview Expension  I Concur with this Performance Appraisal:  | Date Employee Synstre Date   |  |
|   | Elected Official Department Manager Signature<br>(Option (st)   | Date Harran Pessis to Director Signature Date  |  |
|   | Original: Human Resources Performance Appraisal From  | Capy: Supervisor Capy: Employee  Updated Form: 5n 01/2819  |  |
|   |   |  |  |
|   | 25.   |  |  |







#### **Training Supervisors**

NOT a Daily Log -An Incident Log

#### **Coaching**

- · Awareness and listening • Provide training opportunities
- · Immediate feedback
- Record in Supervisor Log

#### **Counseling**

- Recognize performance problems
- · Focus on problem/Be specific
- · Keep it factual and relevant
- · Record in Supervisor Log

#### **Corrective Action**

- To be used when counseling efforts are not working
- · Consult with HR & Attorney
- corrective action form
- Formal conversation
- Return completed form to HR

DOCUMENT, DOCUMENT